

Arizona Commission on the Arts
Performing Arts Director
Position Detail, updated June 2007

Job Summary for Performing Arts Director

Position Number: AHU000102AHO
Official Classification Title and Grade: Art Program Representative; 19
Salary Range: up to \$46,000 annually

Under the general direction of the Deputy Director, exercises independent judgment in the delivery of assistance and support to Arizona arts constituents.

1. Has the authority to determine nature and scope of assistance to be provided, to recommend course of action, and to advise on expenditure of funds within program and State guidelines.
2. Provides expert consultation and technical assistance to arts organizations, universities/schools, community groups, and artists in support of cultural development.
3. Implements aspects of program development to include: conducting research, defining strategies and approach, designing budgets, developing partnerships.
4. Coordinates, monitors, and audits the grantmaking process in related disciplines.
5. Plans, organizes, and presents workshops, seminars, and conferences.

Work product consists of:

1. Delivery of expert consultation and technical assistance;
2. Completion of assessments to determine and address community and constituent needs;
3. Design and implementation of innovative arts programs;
4. Effective monitoring of agency grantmaking process;
5. Completion and control of financial, budget, and progress reports;
6. Organization and presentation of workshops, seminars, and conferences.

Work conditions:

1. Office environment with frequent overnight travel within the State of Arizona (valid Driver's License is required).

Responsible for:

1. Significant degree of sound judgment in the design and evaluation of arts programs and the delivery of consultative services;
2. Effective and timely coordination of the grant approval process;
3. Monitoring and auditing approved grants;
4. Design and control of program budgets within established program and State guidelines;
5. Indirect supervision of one member of support staff (directly supervised by Deputy Director) and unpaid agency interns as they work in support of related programs and agency/State initiatives;
6. Effective and timely completion of related projects as assigned.

Candidate Requirements

Candidates must possess/demonstrate:

1. BA degree in a specific arts discipline, arts administration or nonprofit administration, or related discipline;
2. Three or more years of performing arts or related experience and/or training;
3. OR equivalent combination of education and experience in any/some/all of the following areas: performing arts, cultural initiatives, arts administration, and/or cultural policy.
4. A valid Driver's License is required.

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Position's Primary Responsibilities and Estimated Percentage of Time Spent

Grantmaking <ol style="list-style-type: none"> 1. Coordinates grantmaking process in agency's performing arts grant areas including the selection and preparation of panelists and annual examination of review criteria. 2. Monitors panel proceedings in related grant areas; presents panel recommendations to Commission. 3. Reviews, monitors, and controls expenditures from related budgets to ensure expenditures do not exceed funds available. 4. Participates in the composition of periodic reports to State and Federal government or to other funding sources on progress of funded grant programs. 	30%
Constituent and Field Support <ol style="list-style-type: none"> 1. Visits with organizations to assess, evaluate, determine needs, and develop strategies and directions to meet those needs. 2. Confers with and advises arts organizations, community groups, and artists in the presentation of arts programs. 3. Negotiates cooperative agreements between and among public and private agencies in order to advance common interests. 4. Supervises the development of instructional materials designed to improve arts programs and administrative methods in the state and broader field. 5. Assists program clients in completion of various required forms and reports. 	30%
Operations <ol style="list-style-type: none"> 1. Monitors and evaluates ongoing projects, analyzing performance and assuring compliance with laws, rules, and regulations. Compiles information for and writes periodic activity reports. 2. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiations. 3. Replies to constituent inquiries; presents information; requests information. 4. Completes internal documents for own travel, outreach, performance measures, and related internal reporting. 5. Attends staff meetings, relaying and receiving information regarding work activities. 6. Reports problems to agency head. 7. Indirectly supervises one member of support staff (directly supervised by Deputy Director) and unpaid agency interns as they work in support of related programs and agency/State initiatives. 	20%
Presentation and Education of Field <ol style="list-style-type: none"> 1. Plans, conducts, and participates in conferences and workshops meant to improve arts programs and management methods in the state and broader field. 2. Explains and presents agency policies, procedures, and practices to applicants, clients, representatives of other agencies, and/or outside individuals or groups. 3. Composes articles for inclusion in publications. 	10%
Other <ol style="list-style-type: none"> 1. Completes related projects as assigned. 	10%

Ideal Candidate's Knowledge, Skills, and Abilities

Ideal candidate will possess knowledge of:

1. History and mission of the Arizona Commission on the Arts;
2. Performing arts disciplines, history, and trends;
3. Federal and State laws, rules, and standards pertaining to Commission programs and projects;
4. Operational structure of the nonprofit sector and nonprofit arts organizations;
5. Principles, methods, and techniques of grantwriting;
6. Budget preparation and expenditure control techniques.

Ideal candidate will possess the following skills:

1. Exemplary verbal, written, and interpersonal communication skills;
2. Strong organizational skills and the ability to prioritize and manage concurrent projects;
3. Organizational and administrative control;
4. Strong public relations techniques;
5. Application of methods and techniques related to grants processing;
6. Budget preparation and management;
7. Strong skill/ability with standard Microsoft Office products.

Ideal candidate will possess the ability to:

1. Demonstrate good judgment;
2. Work with diverse constituencies;
3. Show consideration for professional, avocational, formal, and informal artforms and practices;
4. Work independently and as a member of a team;
5. Solve problems creatively;
6. Prepare accurate and timely reports;
7. Manage multiple projects, follow timelines, and meet deadlines;
8. Know when to ask for help, advice, and support.

Instructions – How to Apply

To apply for this position, please visit the State of Arizona's official website for Arizona Government jobs at: www.azstatejobs.gov (keyword search: arts). **On the Arizona State Jobs site applicants will be asked to submit a one-page cover letter along with a comprehensive resume or curriculum vitae.**

The deadline to apply for this position is Tuesday, July 24, 2007. Not all applicants will receive a response. The review/interview process may take up to 8 weeks.

The Arizona Commission on the Arts is an Equal Employment Opportunity Agency.